

OIT #0769-85
25 September 1985

MEMORANDUM FOR: Chairman, Executive Director's Secretarial
Professional Task Force

FROM: William F. Donnelly [redacted]
Director of Information Technology

SUBJECT: Comments on Secretarial Profession Task Force Report

1. Because I strongly believe that steps have to be taken to rid ourselves of the present Civil Service GS system, my reaction to the Secretarial Profession Task Force Report is very positive. Therefore, the comments made below should be viewed as fine tuning.

2. In developing the banding effort in the Office of Communications we were dealing with a culture which considered it part of life to evolve through apprenticeship, training, testing and re-testing. Commo operators and techs think that way; live that way. Therefore, the banding system with its firm steps and alternatives to increased wages was quickly understood. This is not the secretarial culture. However, the proposed system tries to establish training requirements, knowledge levels, etc. It is going to take serious commitment on the part of training and management to provide the required training followed by testing or this aspect of the proposal is pure hypocrisy.

3. The compensation advantages for the employee and the management leverage for managers are apparent in the proposal. But how does one deal with the weak secretary, the person who has peaked out, etc.? I accept that the thrust of the proposal is to cause secretaries to want to stay in this key profession. But there is a down side that is not dealt with in the paper as far as I can see.

4. The conversion process is critical, if the system is to be implemented. However, the board/panel proposed to do this job is very high graded. I think a group of senior secretaries should be selected to do the job and present their work to the senior board/panel. This is how it was done in Commo and it made the operators get involved and sell/defend what they had done.

5. As presented, if I understood it correctly, the bonus system seems inflated, both as to size of bonus and number (percentage).

[redacted]
William F. Donnelly [redacted]

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